GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

The Andhra Pradesh Public Services Delivery Guarantee Rules, 2018 – Notified - Orders – Issued.

INDUSTRIES & COMMERCE (POLICY & INVESTMENT) DEPARMENT

G.O.MS.No. 101 Dated: 04-09-2018

Read the following:-

(1) The Andhra Pradesh Public Services Delivery Guarantee Ordinance, 2017 (Ordinance No. 3 of 2017).

(2) G.O.Ms.No. 143 Industries & Commerce (P&I) Dept., Dated: 26-10-2017.

(3) The Andhra Pradesh Public Services Delivery Guarantee Act, 2017 - Act No. 6 of 2018 Dt.4-1-2018 Part-IV B Extraordinary of Andhra Pradesh Gazette.

O R D E R

In the reference 1st read above, the Andhra Pradesh Public Services Delivery Guarantee Ordinance, 2017 was promulgated by the Governor of Andhra Pradesh and the same has been published in Part IV-B, Extraordinary issue of the Andhra Pradesh Gazette, dated 18th October, 2017 to provide for delivery of transparent, efficient and timely public services to the eligible persons/Applicants in the State of Andhra Pradesh and for matters connected therewith or incidental thereto.

2. Consequent to the Ordinance, Government have issued orders notifying The Andhra Pradesh Public Services Delivery Guarantee Rules, 2017 along with list of Schedule of Services in the G.O. 2nd read above.

3. In the reference 3rd read above, The Andhra Pradesh Public Services Delivery Guarantee Act,2017 was enacted duly repealing the Ordinance No.3 of 2017 dated 17-10-2017 and the Act has been published as Act No. 6 of 2018 on the 4th January, 2018 in Part-IV B Extraordinary issue of Andhra Pradesh Gazette to provide for delivery of transparent, efficient and timely public services to the eligible persons/Applicants in the State of Andhra Pradesh and for matters connected therewith or incidental thereto.

4. Government, therefore decided to reissue the Andhra Pradesh Public Services Delivery Guarantee Rules.

5. The following notification will be published in the Andhra Pradesh Gazette.

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 20 of the Andhra Pradesh Public Services Delivery Guarantee Act, 2018 (Act No. 6 of 2018) and in supersession of the rules issued in G.O.Ms.No.143, Industries & Commerce (P&I) Dept., dt.26-10-2017, the Government of Andhra Pradesh hereby make the following rules, namely:-

RULES

1. **Short Title, extent and commencement:**

   (a) These Rules may be called the Andhra Pradesh Public Services Delivery Guarantee Rules, 2018.

   (b) They shall extend to the whole of the State of Andhra Pradesh

   (c) They shall come in to force with immediate effect.

2. **Definitions:**

   (a) In these rules, unless the context otherwise requires; -

   (i) "Acknowledgement" means acknowledgement of receipt of an application submitted by the applicant for the notified public service;

   (ii) "Appellate Authority" means an officer appointed by the Government to hear appeals against the orders passed by the designated officer related to the delivery of services;

   (iii) "Application form" means the prescribed form in which an applicant shall apply for notified public services;

   (iv) "Checklist" means list of necessary documents, which are to be made available along with the application form or website of the notified Public Authority providing or rendering public service;

   (v) "Competent Authority" means Officer/Officers designated by Public Authority for providing Public Services within stipulated time limit;

   (vi) "District Investment Promotion Committee (DIPC)" means the committee constituted for industrial promotion at District Level from time to time;

   (vii) "District Level Committee" means the committee as referred to in section 13 of the Act and notified by the Government from time to time;

   (viii) "First Level State Committee" means the committee referred to in section 13 of the Act and notified by the Government from time to time;

   (ix) "Revision Authority" means the appellate authority or the Government invested with the power of revision;

   (x) "Schedule" means schedule appended to these rules;

   (xi) "Second Level State Committee" means the committee referred to in section 13 of the Act and notified by the Government from time to time;

   (xii) "Single Desk Bureau" means the committee constituted by the Government, from time to time which will act as a single point of contact for all investment related clearances;

(xiii) "State Investment Promotion Committee (SIPC)" means Committee constituted by Government to make recommendations on the matters relating to investments and promotion of industries in the State.

(xiv) "Stipulated Time Limit" means the maximum number of working days, within which a service is to be delivered by the notified Public Authority, from the date of receipt of complete application.

(b) Words and expressions used but not defined in these rules shall have same meaning assigned to those in the Act.

3. Public Services:

The public services to be delivered by the competent authorities within the stipulated time limits in the State as specified in the **Schedule**.

4. Competent Authority:

(a) The Competent Authorities designated to deliver the notified public services as mentioned in the **Schedule**.

(b) Competent Authority shall maintain details of all applications made for a public service, which will get consolidated at Public Authority level.

5. Application for delivery of service:

(a) Every applicant seeking to apply for public services required for establishment and operation of an industry shall apply online on Single Desk Portal for services covered therein, in the Prescribed Formats for such public services relevant to industries available on Single Desk Portal. The Application Form and other prescribed formats duly filled in shall be submitted along with relevant enclosures, other certificates as per prescribed checklist and requisite fees to the said Public Authority.

(b) Every applicant seeking to apply for notified public services, other than those related to industry, which are not available on Single Desk Portal, shall apply to the competent authority in the form as prescribed on the website of the notified Public Authority. The Application Form and other prescribed formats duly filledin shall be submitted along with relevant enclosures, other certificates as per prescribed checklist, and requisite fees to the said Public Authority.

(c) Checklist appended to the application forms shall be completed in all aspects, signed and submitted by the applicant.

(d) Application Form, along with checklist in all aspects, shall be accepted by the Competent Authority for processing and delivery of public services.

(e) For online application, System generated online acknowledgement for receipt of application shall be issued, only if the application is complete in all respects.

6. Processing and monitoring of applications:

(a) Each application for delivery of service shall be tagged to a unique number to enable the applicant to monitor the status of the application.

(b) Applications shall be processed by Competent Authority within the stipulated time limit as specified in the Schedule.

(c) The Competent Authority may seek additional information or clarification on the submitted application at a time only once, before expiry of the prescribed time limit.

(d) For all services offered online, the Competent Authority shall ensure that there is no physical interface with the applicant for delivery of the service.

(e) The Competent Authority shall give specific reasons in the order of rejection to the applicant in case the application for request for delivery of service is rejected.

7. Time limit for processing and disposal of applications:

(a) The stipulated time limit for processing and disposal of the applications by the competent authority under section 5 of the Act, is as indicated in the **Schedule**.

(b) The stipulated time shall start from the date of submission of complete application to the Competent Authority for delivery of public service.

(c) In case the Competent Authority seeks additional information or clarification on the submitted application before the expiry of the prescribed time limit, the time shall be put on hold and shall resume from the date of receipt of the additional information to the Competent Authority.

8. Monitoring of service delivery:

(a) The District Investment Promotion Committee (DIPC) shall initially be the District Level Committee as per the provisions of section 13 of the Act. This Committee shall monitor the delivery of public services, and the status of disposal of applications of the district concerned.

(b) The Single Desk Bureau (SDB) shall initially be the First Level State Committee as per section 13 of the Act. This Committee shall monitor the delivery of notified public services in the State, and the status of disposal of applications.

(c) The State Investment Promotion Committee (SIPC) shall be the Second Level State Committee as per section 13 of the Act for monitoring overall delivery of notified public services in the State, penalties levied, and to provide any other directions to be given to Public Authorities and Appellate Authorities to improve the overall public service delivery environment in the State.

9. Compensation:

(a) The compensation shall be paid to the applicant for the delay in delivering service within stipulated time limit, as provided in the **Schedule**.

(b) For cases, where the applicant has appealed against rejection of application under sub-section (4) of section 8 of the Act, the Appellate Authority may direct the Competent Authority to approve such application and may direct for payment of compensation to the applicant as deemed fit.

(c) In the event of award of compensation to the applicant by the Appellate Authority, payment shall be made to the applicant from the Account Head "500/503" under the relevant Major, Minor and Sub Heads of Account of the respective Departments by the

competent authority and the competent authority shall forward a copy of such payment receipt to the Appellate Authority.

(d) The Competent Authority or sub-ordinate staff concerned upon receipt of order for payment of compensation of the Appellate Authority, shall deposit the specified amount within seven (7) days to the Account Head "500/503 under the relevant Major, Minor and Sub Heads of Account of the respective Departments. A copy of challan shall be sent to the Appellate Authority.

(e) Where the Competent Authority or Sub-ordinate staff fails to deposit the compensatory amount within the prescribed time, the Appellate Authority may direct the Accounts Officer to recover the amount from the next month's salary/ honorarium/ remuneration of the Competent Authority or Sub-ordinate staff.

10. Procedure for Appeal:

(a) The applicant whose application is rejected or who is not provided the service within the stipulated time, may file an appeal before Appellate Authority, within thirty (30) days from the date of expiry of the stipulated time limit or rejection, as the case may be in such Form as may be specified by the Public Authority.

(b) The following information shall be furnished while filing the appeal:

(i) Name and address of the applicant

(ii) Details of the Public authority /Competent Authority / Appellate Authority.

(iii) Summary of the order pertaining to application against which appeal is made

(iv) Grounds for appeal

(v) Any other relevant information important to make the decision.

11. Display of information in public domain:

Information on public services shall be made available in public domain on the websites of the departments concerned.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SOLOMON AROKIARAJ, IAS
SECRETARY TO GOVERNMENT & CIP

To

The Commissioner of Printing & Stationery, Stores and Purchase, Andhra Pradesh, Vijayawada. (with a request to publish the above notification in next Extraordinary issue of Andhra Pradesh Gazette immediately and arrange to furnish 200 copies to Government).

The Commissioner of Industries, Andhra Pradesh, Vijayawada.

The VC& MD, APIIC, Vijayawada.

All the Departments of A.P. Secretariat, Velagapudi.

All Head of Departments, Govt. of A.P.

All District Collectors in the State of Andhra Pradesh.

Copy to:

Law (H) Department.

Finance (Rev, I&C) Dept.,

PS to Principal Secretary to CM, CMO, A.P. Secretariat, Velagapudi.

PS to Minister for Industries, A.P. Secretariat, Velagapudi.

PS to Secretary to Government & CIP, A.P. Secretariat, Velagapudi.

// FORWARDED :: BY ORDER//

SECTION OFFICER

SCHEDULE - ANDHRA PRADESH PUBLIC SERVICE DELIVERY RULES, 2018

S. No	Public Service	Public Authority	Competent Authority	Appellate Authority	Stipulated Time limit	Compensation
1	Approval of plan and permission to construct/extend/ or take into use any building as a factory under the Factories Act, 1948	Department of Factories	Deputy Chief Inspector of Factories -Up to 500 HP Joint Chief Inspector- 500 to 1000 HP	Director of Factories	7 days	Rs. 250 per day upto a maximum of Rs. 25,000
			Director of Factories - Above 1000 HP and all Hazardous Factories	Principal Secretary, LET&F		
2	Registration and grant and renewal of license under The Factories Act, 1948	Department of Factories	Inspector of factories - All Non-Hazardous Deputy Chief inspector of Factories - Hazardous category B	Director of Factories	7 days	Rs. 250 per day upto a maximum of Rs. 25,000
			Director - Hazardous category A	Principal Secretary, LET&F		
3	Boiler Registration (Registration and Renewal of Boilers under The Boilers Act, 1923)	Department of Boilers	Director of Boilers	Principal Secretary, LET&F	15 days	Rs. 100 per day upto a maximum of Rs. 5,000

4	Boiler Renewal (Registration and Renewal of Boilers under The Boilers Act, 1923)	Department of Boilers	Inspector of Boilers - upto 93 sq.m of heating surface area Deputy Chief Inspector of Boilers - above 93 sq.m of heating surface area	Director of Boilers	15 days	Rs. 100 per day upto a maximum of Rs. 5,000
5	Registration of Boiler Manufacturer	Department of Boilers	Director of Boilers	Principal Secretary, LET&F	21 days	Rs. 100 per day upto a maximum of Rs. 5,000
6	Renewal of Boiler Manufacturer registration	Department of Boilers	Director of Boilers	Principal Secretary, LET&F	21 days	Rs. 100 per day upto a maximum of Rs. 5,000
7	Registration of Boiler Erector	Department of Boilers	Director of Boilers	Principal Secretary, LET&F	21 days	Rs. 100 per day upto a maximum of Rs. 5,000
8	Renewal of Regisration of Boiler Erector	Department of Boilers	Director of Boilers	Principal Secretary, LET&F	15 days	Rs. 100 per day upto a maximum of Rs. 5,000
9	Issue of license for contractors under The Contract Labour (Regulation and Abolition) Act, 1970	Department of Labour	a) up to 100 workers - Asst. Commissioner of Labour, b)101 to 300 workers - Deputy Commissioner of Labour, c) above 300 worker - Joint Commissioner of Labour	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-
10	Renewal of license for contractors under The Contract Labour (Regulation and Abolition) Act, 1970	Department of Labour	a) up to 100 workers Asst. Commissioner of Labour, b)101 to 300 Dy. Commissioner of Labour,	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-

			c) above 300 Joint Commissioner of Labour			
11	Registration of Shops & Establishments under AP Shops & Establishment Act, 1988	Department of Labour	a) up to 10 workers - Asst. Labour Officer, b) 11 to 30 workers - Asst. Commissioner of Labour, c) 31 and above - Dy. Commissioner of Labour d) IT, Tourism Export promotion Estts., Star Hotels - Jt. Commissioner of Labour	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-
12	Renewal of registrations of Shops and Establishments under AP Shops and Establishment Act, 1988	Department of Labour	a) up to 10 workers Asst. Labour Officer, b) 11 to 30 workers Asst. Commissioner of Labour, c) 31 and above Dy. Commissioner of Labour d) IT, Tourism Export promotion Estts., Star Hotels - Jt. Commissioner of Labour	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-
13	Registration of principal employer's establishment under The Contract Labour (Regulation and Abolition) Act, 1970	Department of Labour	a) up to 100 workers Asst. Commissioner of Labour, b) 101 to 300 Dy. Commissioner of Labour,	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-

			c) above 300 Joint Commissioner of Labour			
14	Registration of establishments under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Department of Labour	a) up to 25 workers Asst. Labour Officer, b) 26 to 50 workers Asst. Commissioner of Labour, c) 51 to 100 Dy. Commissioner of Labour d) above 100 Joint Commissioner of Labour	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-
15	Registration of establishment of principal employer under the Inter State Migrant Workmen (RE&CS)Act,1979	Department of Labour	a) up to 100 workers Asst. Commissioner of Labour, b)101 to 300 Dy. Commissioner of Labour, c) above 300 Joint Commissioner of Labour	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-
16	Issue of license to the contractor under The Inter-State Migrant Workmen (RE & CS) Act 1979	Department of Labour	a) up to 100 workers Asst. Commissioner of Labour, b)101 to 300 Dy. Commissioner of Labour, c)above 300 Joint Commissioner of Labour	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-
17	Renewal of license to the contractor under The Inter-State Migrant Workmen (RE & CS) Act 1979	Department of Labour	a) up to 100 workers Asst. Commissioner of Labour b)101 to 300 Dy. Commissioner of Labour,	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-

			c) above 300 Joint Commissioner of Labour			
18	Registration of Establishment under Payment of Gratuity Act, 1972	Department of Labour	a) Establishments employing 10 workers (except Factories, Hospitals, IT, Tourism Export promotion Estts., Star Hotels) - Asst. Labour Officer, b) Establishments employing 11 to 30 workers (except Factories, Hospitals, IT, Tourism Export promotion Estts., Star Hotels) Asst. Commissioner of Labour c) up to 300 workers (Factories) Dy. Commissioner of Labour and other establishments employing above 30 workers, d) above 300 workers (Factories) and other establishments like IT, Tourism Export promotion Estts, Star Hotels Jt. Commissioner of Labour	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-
19	Issue of license of establishment under Beedi & Cigar Workers (COE) Act, 1996	Department of Labour	a) up to 50 workers Asst. Labour Officer, b) above 50 workers Asst. Commissioner of Labour	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-

20	Renewal of license of Establishment under Beedi & Cigar Workers (COE) Act, 1996	Department of Labour	a) up to 50 workers Asst. Labour Officer, b) above 50 workers Asst. Commissioner of Labour	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-
21	Registration of Establishment under Motor Transport Workers Act, 1961	Department of Labour	a) up to 50 workers, Asst. Labour Officer b) above 50 workers, Asst. Commissioner of Labour, c) MTUs belonging to Factories, Dy. Commissioner of Labour (up to 300 workers) d) MTUs belonging to Factories, Dy. Commissioner of Labour (above 300 workers)	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-
22	Renewal of Registration of Establishment under Motor Transport Workers Act, 1961	Department of Labour	a) up to 50 workers, Asst. Labour Officer, b) above 50 workers, Asst. Commissioner of Labour, c) MTUs belonging to Factories, Dy. Commissioner of Labour (up to 300 workers)	Commissioner of Labour	Spot Approval	Rs. 50/- per day up to a maximum of Rs.500/-

			d) MTUs belonging to Factories Dy. Commissioner of Labour (above 300 workers)			
23	Change of Land Use from Agriculture to Non Agricultural purpose	Revenue (Land Administration)	Revenue Divisional Officer (R.D.O)	CCLA (Chief Commissioner of Land Administration)	Spot Approval	Rs. 250 per day upto a maximum of Rs. 25,000
24	Mutation of Land Records	Revenue (Land Administration)	Tahsildar (Section 5) of Andhra Pradesh Rights in Land and Pattadar Pass Books Act, 1971	Revenue Divisional Officer	30 days	Deemed mutation as per Rule 18 (3) (d) of Andhra Pradesh Rights in Land and Pattadar Pass Books Act, 1971. Hence, Penalty does not arise.
25	Building / Site Permission / Approval / License	Department of Municipal Administration & Urban Development (MAUD)	Chief Urban Planner /Planning Offier (UDA)	VC & MD, UDA	**Permits**: a) 7 days for industrial buildings. b) 30 days for other buildings. **Post construction:** 8 days for Occupancy Certificate	Rs 250 per day upto a maximum of Rs. 25,000
			Director, Planning (CRDA)	Commssioner, CRDA		
			Commissioner, ULB	Principal Secretary, MAUD		
			DT&CP a) Plant & Machinery Cost: Up to 10 Cr: District Town & Country Planning Office b) Plant & Machinery Cost: Above 10 Cr and Up to 100 Cr : Regional Director of T&CP c) Plant & Machinery Cost: Above 100 Cr: Director of T & CP	a) RDDTP upto 10 Cr of Plant & Machinery Cost b) DTCP up to 100 Cr of Plant & Machinery Cost c) Principal Secretary, MAUD above 100 Cr of Plant & Machinery Cost		

		APIIC	Commissioner, IALA	Zonal Manager of Zone concerned	Building permission - 7 days	
		Panchayat Raj Department	Panchayat Secretary of the Gram Panchayat	Commissioner of Panchayat Raj	Building permission - 15 days	
26	Trade License	Commissioner & Director Municipal Admininstration	Commissioner, ULB	Principal Secretary, MAUD	· New Trade : 15 days, · Renewal of Trade : 7 days, · Closure of Trade : 7 days, · Trade title change : 7 days	Rs 50 per day
27	Property Tax	Commissioner & Director Municipal Admininstration	Commissioner, ULB	Principal Secretary, MAUD	· New Assessment: 15 days · Addition/Alteration : 15 days · Revision Petition: 30 days · General Revision Petition: 15 days · Title Transfer: 15 days · Tax Exemption: 15 days · Tax Exemption Cancellation: 15 days · Conversation of VLT to House Tax: 15 days · Sub Division (Bifurcation): 15 days · Vacancy Remission: 15 days	Rs 50 per day

					· Amalgamation: 15 days · Demolition: 15 days · Ownership Certificate: 3 days · Valuation Certificate: 3 days	
28	Land Tax	Commissioner & Director Municipal Admininstration	Commissioner, ULB	Principal Secretary, MAUD	· Vacant Land New Assessment : 15 days · Conversion of Land Tax to Property Tax on Buildings : 15 days	Rs 50 per day
29	Land Allotment	Andhra Pradesh Industrial Infrastructure Corporation (APIIC)	Upto 5 acres of government land - District Collector	VC&MD, APIIC	15 days	Rs. 250 per day upto a maximum of Rs. 25,000
			Above 5 Acres and upto 50 Acres – VC & MD APIIC.	Secretary to Industries	30 days	
30	Tree Felling permission	Environment, Forests, Science & Technology	Divisional Forest Officer	Conservator of Forest of the relevant jurisdiction	15 days	Rs. 250 per day upto a maximum of Rs. 25,000
31	Tree transit	Environment, Forests, Science & Technology	Divisional Forest Officer	Conservator of Forest of the relevant jurisdiction	20 days	Rs. 250 per day upto a maximum of Rs. 25,000
32	Provisional NOC	Fire Department	· Upto 10m height of building – District Fire Officer	· Upto 10m height of building – Regional Fire Officer	7 days	Rs.50 per day upto to a maximum of Rs. 5000

			· Above 10m and less than 15m – Regional Fire Officer	· Above 10m and less than 15m – Additional Director of Fire Services		
			· Above 15m height of building – Director General	· Above 15m height of building – Principal Secretary Home Department		
33	Occupancy Certificate	Fire Department	· Upto 10m height of building – District Fire Officer · Above 10m and less than 15m – Regional Fire Officer · Above 15m height of building – Director General	· Upto 10m height of building – Regional Fire Officer · Above 10m and less than 15m – Additional Director of Fire Services · Above 15m height of building – Principal Secretary Home Department	15 days	Rs.50 per day upto to a maximum of Rs. 5000
34	Renewal - Occupancy Certificate	Fire Department	· Upto 10m height of building – District Fire Officer · Above 10m and less than 15m – Regional Fire Officer · Above 15m height of building – Director General	· Upto 10m height of building – Regional Fire Officer · Above 10m and less than 15m – Additional Director of Fire Services · Above 15m height of building – Principal Secretary Home Department	21 days	Rs.50 per day upto to a maximum of Rs. 5000
35	Consent for Establishment	APPCB	**Green**: Environment Engineer- Regional Office	District Collector	7 days	Rs. 250 per day upto a maximum of Rs. 25,000

			Orange: Up to 1 Cr investment: Environment Engineer-Regional Office	District Collector	15 days	Rs. 250 per day upto a maximum of Rs. 25,000
			Orange: Above 1 Cr Investment: Joint Chief Environment Engineer-Zonal Office	District Collector	15 days	Rs. 250 per day upto a maximum of Rs. 25,000
			All RED which do not require Environment Clearance: Joint Chief Environment Engineer Zonal Office	District Collector	21 days	Rs. 250 per day upto a maximum of Rs. 25,000
			All RED which require Environment Clearance: Member Secretary, PCB	Special Secretary/ Secretary, Environment, Forest, Science & Technology Department	21 days	Rs. 250 per day upto a maximum of Rs. 25,000
36	Consent for Operation/ Authorization of units handling hazardous wastes	APPCB	**Green**: Non-polluting: GM-DIC · Others: Environment Engineer- Regional Office	District Collector	7 days	Rs. 250 per day upto a maximum of Rs. 25,000
			Orange: Up to 1 Cr investment: Environment Engineer-Regional Office	District Collector	15 days	Rs. 250 per day upto a maximum of Rs. 25,000
			Orange: Above 1 Cr Investment: Joint Chief Environment Engineer-Zonal Office	District Collector	15 days	Rs. 250 per day upto a maximum of Rs. 25,000
			All RED which do not require Environment Clearance: Joint Chief Environment Engineer Zonal Office	District Collector	21 days	Rs. 250 per day upto a maximum of Rs. 25,000

			All RED which require Environment Clearance: Member Secretary, PCB	Special Secretary /Secretary, Environment, Forest, Science & Technology Department	21 days	Rs. 250 per day upto a maximum of Rs. 25,000
37	Renewal for Consent for Operation from Andhra Pradesh Pollution Control Board under The Water (Prevention and Control of Pollution) Act 1974 and the Air (Prevention & Control of Pollution) Act 1981 and Authorization under Hazardous Wastes (Management, Handling and Transboundary Movement) Rules,2008	APPCB	Not Applicable as auto-renewals are granted	Not Applicable as auto-renewals are granted	Auto-renewal	Not Applicable as auto-renewals are granted
38	Registration of plastic manufacturers / recyclers	APPCB	Chief Environment Engineer- APPCB	Special Secretary /Secretary, Environment, Forest, Science & Technology Department	15 days	Rs. 250 per day upto a maximum of Rs. 25,000
39	Road cutting permission	Roads & Buildings	Executive Engineer	Engineer-in-Chief	21 days	Rs. 100 per day upto a maximum of Rs. 10,000
40	Right of Way permission to government departments for providing electricity connections	Roads & Buildings	Executive Engineer	Engineer-in-Chief	15 days	Rs. 100 per day upto a maximum of Rs. 10,000
41	Obtaining water connection/Additional Water Connection/ Change of Usage/Closure of Connection/Reconnection	Water Department / All concerned agencies	Commissioner of ULB	Principal Secretary, MAUD	15 days	Rs. 250 per day upto a maximum of Rs. 25,000
			Chief Engineer	Engineer-in-Chief		

42	Sanction of industrial incentives	Industries Department	Large / Mega: Commissioner, Industries	Secretary, Industries	120 days for sanction after receipt of application in proper shape	Rs. 50 per day upto a maximum of Rs. 5000
	Disbursal of Incentives		MSME: District Collector	Commissioner of Industries.	120 days from date of sanction	
43	Registration for professional tax	Commercial Tax	Designated officer by Chief Commissioner of Commercial Tax - SDP Deputy Assistant Commissioner of the circle concerned - On field	Assistant Commissioner of concerned circle	1 day	Rs. 250 per day upto a maximum of Rs. 25,000
44	Grant of manufacturing licenses(excluding LVP/Sera/Vaccines/r-DNA derived drugs and Blood Banks)	Drug Control Administration	Director – Drug Control Administration	Director General, DCA	15 days	Rs 100 per day upto a maximum of Rs 5000
45	Renewal of manufacturing licenses(excluding LVP/Sera/Vaccines/r-DNA derived drugs and Blood Banks)	Drug Control Administration	Director – Drug Control Administration	Director General, DCA	21 days	Rs 100 per day upto a maximum of Rs 5000
46	Grant of Sale Licenses (Retail/Wholesale)	Drug Control Administration	Assistant Director – Drug Control Administration	Director, Drug Control Administration	15 days	Rs 100 per day or Rs 5000 whichever is less
47	Renewal of Sale Licenses (Retail/Wholesale)	Drug Control Administration	Assistant Director – Drug Control Administration	Director, Drug Control Administration	21 days	Rs 100 per day or Rs 5000 whichever is less

48	Registration under weights & measures - Grant of Manufacturing License	Legal Metrology	Controller of Legal Metrology	Director, Civil Supplies Department.	21 days	Rs 50 and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer
	Registration under weights & measures - Grant of Repairing License	Legal Metrology	Controller of Legal Metrology	Director, Civil Supplies Department.	21 days	Rs 50 and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer
	Registration under weights & measures - Grant of Dealing License	Legal Metrology	Controller of Legal Metrology	Director, Civil Supplies Department.	21 days	Rs 50 and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer
	Registration under weights & measures - Registration as Manufacturer/Packer/Importer	Legal Metrology	Controller of Legal Metrology	Director, Civil Supplies Department.	21 days	Rs 50 rupees and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer
	Registration under weights & measures - Alteration of Manufacturing/Dealing/Repairing/ Packer/Importer	Legal Metrology	Controller of Legal Metrology	Director, Civil Supplies Department.	21 days	Rs 50 and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer
	Registration under weights & measures - Issue of Skilled Worker Certificate	Legal Metrology	Controller of Legal Metrology	Director, Civil Supplies Department...	21 days	Rs 50 and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer

49	Renewal of registration under weights & measures - Renewal of Manufacturing License	Legal Metrology	Controller of Legal Metrology	Director, Civil Supplies Department...	21 days	Rs 50 and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer
	Renewal of registration under weights & measures - Renewal of Repairing License 1) Automatic Rail, Road Weigh Bridges 2) Volumetric Container Filling Machines/ Bulk Meters/ Flow Meters/ Water Meters & LPG/CNG Dispensers for motor vehicles 3)Storage Tanks/ Vehicle Tanks	Legal Metrology	Controller of Legal Metrology	Director, Civil Supplies Department.	21 days	Rs 50 and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer
	Renewal of registration under weights & measures Renewal of Repairing License – Non Automatic Weighing Instruments (Mechanical & Digital)	Legal Metrology	Regional Deputy Controller of Legal Metrology	Controller, Legal Metrology.	21 days	Rs 50 and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer
	Renewal of registration under weights & measures Renewal of Repairing License – Weights, Measures, Weighing and Measuring Instruments	Legal Metrology	Assistant Controller of Legal Metrology	Regional Deputy Controller, Legal Metrology.	21 days	Rs 50 and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer
	Renewal of registration under weights & measures - Renewal of Dealing License	Legal Metrology	Assistant Controller of Legal Metrology	Regional Deputy Controller, Legal Metrology.	21 days	Rs 50 and not more than Rs 5000 / at the rate of Rs 10 per day for such designated officer

50	Registration of partnership firms	Registration & Stamps	Registrar of firms	Deputy Inspector General, Registration and Stamps	3 days	Rs 50 per day
51	Registration of societies	Registration & Stamps	Registrar of societies	Registrar General	3 days	Rs 50 per day
52	Property Registration	Registration & Stamps	Joint Sub Registrar	District Registrar	24 hours (Normal)	Rs 50 per day
53	Sanction of power supply and release of services	DISCOM-Department of Energy	SE-DISCOM	Chief General Manager-Operation	15 days	Rs. 250 per day upto a maximum of Rs. 25,000
54	Electrical Inspectorate statutory approval for drawings	Chief Electrical Inspectorate-Department of Energy	**Above 5000 KVA:** Director of Electrical Safety and Chief Electrical Inspector	Principal Secretary, Energy	7 days	Rs. 250 per day upto a maximum of Rs. 25,000
55	Final approval from Electrical Inspectorate- Department of Energy-Chief Electrical Inspector	Chief Electrical Inspectorate-Department of Energy	**Above 5000 KVA:** Director of Electrical Safety and Chief Electrical Inspector	Principal Secretary, Energy	Issue of Statutory Approval within 7 Days after receipt of Compliance report in Full Shape	Rs. 250 per day upto a maximum of Rs. 25,000
56	License for storage of petroleum, diesel and Naphtha	District Collector/ Civil Supplies Department	Joint Collector / Commssioner of Police	District Collector	21 days	Rs. 250 per day upto a maximum of Rs. 25,000

57	Registration of vehicles	Transport department	•Registering Authority -Addl. Secretaries of RTA (RTO) –Executive staff of Transport dept. not below the rank of AMVI -Superintendents in the office of the RTA	1) If registering authority happens to be Motor Vehicle inspector or RTO the appellate authority will be Deputy Transport Commissioner, concerned 2) If registering authority happens to be DTC/Joint Transport Commissioner appeal shall be made to Transport Commissioner	24 hours on filing application with all prerequisite as mentioned in Rule 47 of CMV Rules 1989.	Rs. 5 Per day up to a maximum of Rs.50
58	RS-I(Rectified Spirit)	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
59	RS-II(Rectified Spirit)	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
60	RS-III(Rectified Spirit)	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	14 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
61	L-1	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
62	L-2	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
63	L-3	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-

64	L-4	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
65	DS-XI-A	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
66	Label Registration	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
67	Renewals of existing License	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	RS-III - 14 days All others - 21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
68	Liquor Shop (Form - A4)	Excise/Revenue	Prohibition. & Excise Superintendent	Deputy Commissioner of Prohibition & Excise	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
69	Bar (Form - 2B, 2BP)	Excise/Revenue	Prohibition. & Excise Superintendent	Deputy Commissioner of Prohibition & Excise	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
70	In house Licenses - TD1, TD2, C1,CS1,CS2,CS3,EP1,AL1,SW1	Excise/Revenue	Commissioner of Prohibition. & Excise	Principal Secretary ,Revenue (Excise)	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
71	CS-2, EP-1	Excise/Revenue	Prohibition & Excise Superintendent	Deputy Commissioner of Prohibition & Excise	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
72	Toddy License (Form T.S.1)	Excise/Revenue	Prohibition. & Excise Superintendent	Deputy Commissioner of Prohibition & Excise	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-
73	Neera License (Form2 & Form 4)	Excise/Revenue	Prohibition. & Excise Superintendent	Deputy Commissioner of Prohibition & Excise	21 Days	Rs. 250/- per day up to a Maximum of Rs. 25,000/-

SECRETARY TO GOVERNMENT